

**APPENDIX A: CLASS  
SCHEDULE**

## Class Schedule for Contract Negotiation Techniques

### Monday

Time	Topic
Prior to Class	Instructor Preparation
8:00 - 8:30	Introduction to Course
8:30 - 9:30	Used Car Case and Critique
9:30 - 9:50	Break
9:50 - 10:30	Introduction to Negotiations (Chapter 1)
10:30 - 11:30	Win as Much as You Can Exercise
11:30 - 12:30	Lunch
12:30 - 1:45	Factfinding, Negotiation Preparation, and Conducting Negotiations (Chapter 2)
12:30 - 1:45	Factfinding, Negotiation Preparation, and Conducting Negotiations (Chapter 3)
12:30 - 1:45	Factfinding, Negotiation Preparation, and Conducting Negotiations (Chapter 4)
1:45 - 2:05	Break
2:05 - 3:00	Nonverbal Communications (Chapter 7)
3:00 - 3:30	Assign Teams and Protecto Case Preview

### Tuesday

8:00 - 9:00	Bargaining Techniques (Chapter 5)
9:00 - 9:20	Break
9:20 - 10:20	Protecto Case Group Preparation
10:20 - 11:30	Protecto Negotiation
11:30 - 12:30	Lunch
12:30 - 2:30	Protecto Negotiation
2:30 - 3:30	Protecto Group Critique
3:25 - 3:30	Scan Case Preview

**Wednesday**

8:00 - 9:00	Negotiation Tactics (Chapter 6)
9:00 - 9:20	Break
9:20 - 10:20	Scan Case Group Preparation
10:20 - 11:30	Scan Negotiation
11:30 - 12:30	Lunch
12:30 - 2:30	Scan Negotiation
2:30 - 3:30	Scan Group Critique
3:20 - 3:30	Coburn-Callaway Case Preview

**Thursday**

8:00 - 8:40	"Case Discussion" (Handout)
8:40 - 9:10	Competitive Discussions (Chapter 8)
9:10 - 9:30	Break
9:30 - 10:30	Coburn-Callaway Case Group Preparation
	Comptroller General Decisions Regarding Competitive Discussion
10:30 - 11:15	Coburn-Callaway Case Negotiation
11:15 - 12:15	Lunch
12:15 - 2:30	Coburn-Callaway Case Negotiation
2:30 - 3:30	Coburn-Callaway Case Critique
3:25 - 3:30	Airmac Case Preview

**Friday**

8:00 - 8:30	Post Award Negotiations (Chapter 9)
8:30 - 9:00	Exam
9:00 - 10:00	Airmac Case Group Preparation
10:00 - 10:10	Break
10:10 - 12:00	Airmac Case Negotiation
12:00 - 1:00	Lunch
1:00 - 2:10	Airmac Case Negotiation
2:10 - 3:10	Airmac Case Critique
3:10 - 3:25	Exam Review
3:25-3:30	Course Critique and Diplomas Issued